



U.S. General Services Administration

GSA Federal Acquisition Training Symposium

April 25 – 26, 2017
Huntsville, AL

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Delegation of Procurement Authority Training

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April 26, 2017

Training Agenda

- What is it?
- Who Can Use It?
- Market Research
- Ordering Process
- MOST IMPORTANT THING
- Summary
- Questions

What is OASIS?

OASIS' Principles

- Multiple-award IDIQ Contracts that:
 - Provide a single platform across the Federal Government for acquisition of complex professional services
 - Allow maximum flexibility at the task order level
 - Are easy to use
 - Provide maximum support to Federal agencies
 - Maximize Small Business utilization

Structure

➤ Dual Solicitations

- OASIS
 - Full and Open Competition
 - 50% Small Business Subcontracting Goal on Dollars Subcontracted
 - 74 Contractors Amongst 7 Pools
- OASIS Small Business (SB)
 - 100% Small Business Set-Aside
 - Socio-Economic Set-Asides Allowed
 - Direct Awards Allowed Where Authorized by Law
 - 130 Contractors Amongst 7 Pools

What do we mean by 'complex'?

- Requirements that contain multiple disciplines;
- Requirements that contain significant IT components but are not IT requirements in & of themselves;
- Requirements that contain Other Direct Costs (ODCs);
- Requirements that need flexibility of contract type (such as cost-reimbursement or a hybrid of contract types); and
- Any one or combination of all of the above.

OASIS' Advantages

- OASIS is NOT a GSA Schedule (FAR Part 8 does NOT apply)!
- FAR Part 16.505 “Streamlined Acquisition Procedures” APPLY!
 - Synopsizing or Posting Solicitations in FBO.gov is NOT Applicable! (except for exceptions to fair opportunity)
 - Protests less than \$10 Million NOT allowable! (except for increase in scope or period)
 - Source Selection Procedures of FAR Part 15.3 does NOT apply!
 - The ordering contracting officer may exercise broad discretion in developing appropriate order placement procedures

OASIS' Advantages

- Maximum Flexibility for Ancillary Support Items like ancillary labor, materials, and Other Direct Costs (ODCs)
- Highest Technically Rated Contractors
- ALL Contract Types allowable!
- Commercial OR Non-Commercial procedures Allowable!
- Flexible On-Ramp Procedures

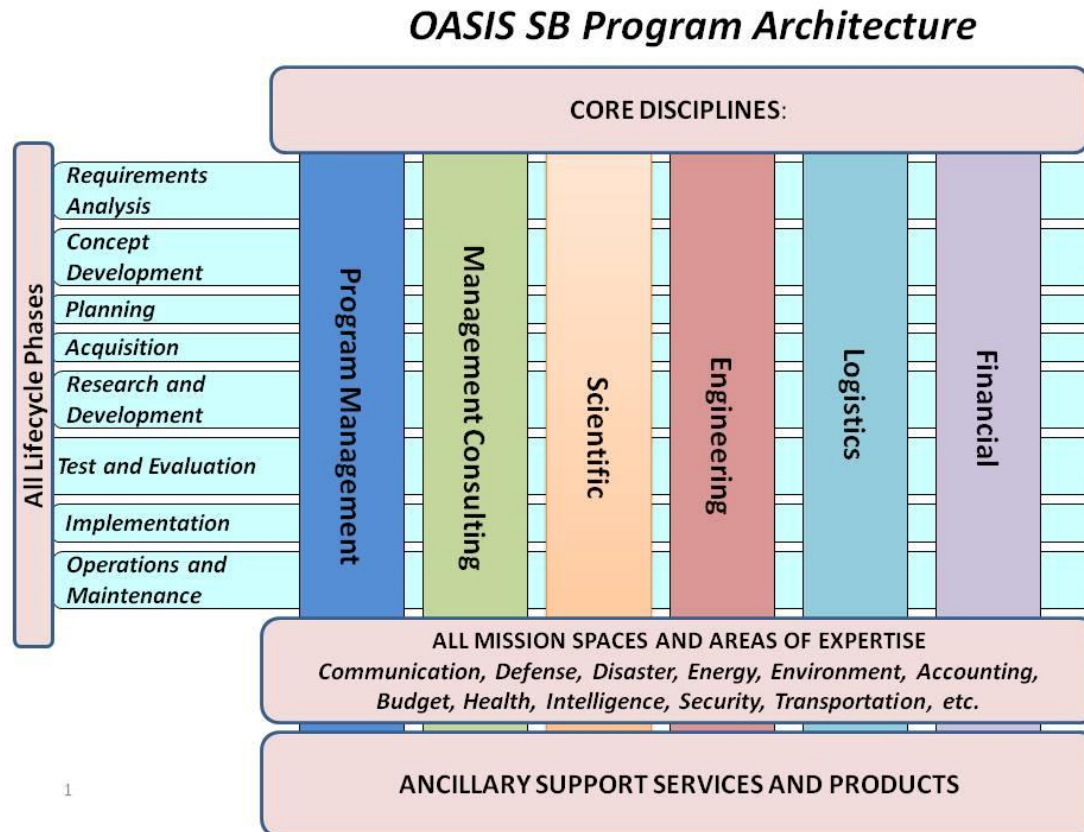
OASIS' Advantages

- Required and Applicable FAR Clauses Automatically Flow Down
 - Optional FAR/DFAR and other Agency Specific Clauses may be tailored specifically to your requirement
- ALL awardees have DCAA Approved Accounting Systems to meet all your T&M and Cost-Reimbursement Requirements
- ALL awardees have been determined Responsible (FAR Part 9)!

What Do I Use OASIS For?

- To obtain a TOTAL SOLUTION outcome for Professional Service-based requirements
“Across the Enterprise”

Across the Enterprise...



So How Do I Decide If I Can Use OASIS?

➤ The OASIS question:

- Is the predominance of the labor to be performed on my task order professional labor?
 - Yes: Likely fit for OASIS
 - No: Definitely NOT a fit for OASIS

What is Professional Labor?

- Professional services effort of bona-fide executive, administrative, and professional employees as defined - Part 541, Title 29, CFR
 - (1) Compensated on a salary or fee basis at a rate of not less than \$455 per week (or \$380 per week, if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging, or other facilities; AND

What is Professional Labor?

- (2) Whose primary duty is the performance of work:
 - (i) Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction; or
 - (ii) Requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

What is Professional Labor?

- Requirements may include non-professional labor, but only if integral and necessary to the professional service based requirement

What Else Can Be Included in OASIS Orders?

➤ Ancillary Support

- Services
 - IT
 - Specialized Labor
 - SCA and/or DBA Labor
- Products
 - ODCs (e.g. Material, Equipment, Travel)

SCA and Davis-Bacon ancillary services

- SCA labor as ancillary support necessary to a professional service solution
 - Agency must determine if volume of SCA work is sufficient to require inclusion of SCA and Wage determinations
 - Cannot constitute a majority of work under the task order
- Minor amounts of Construction (Davis-Bacon) work may be included as ancillary
 - Separately line item and fixed price

What Can OASIS Not Be Used For?

- IT Requirements in accordance with the Clinger Cohen Act
- Requirements where the preponderance of the labor is not professional labor
- Inherently Governmental Functions as defined in FAR Subpart 2.101
- Personal Services as defined in FAR Subpart 2.101
- Architect & Engineering (A&E) Services as defined in FAR Subpart 2.101 and subject to the Brooks Architect-Engineers Act (40 U.S.C. 1102)

OASIS Family of Vehicles

- 2 Primary Groups – OASIS and OASIS SB
 - OASIS supports requirements that will not be set aside for small business
 - OASIS SB supports requirements that will be set aside for small business
- Each group has 7 Pools (separate multiple-award contracts) based on NAICS codes and associated small business size standards

OASIS and OASIS SB Structure

- 7 separate Pools under OASIS and OASIS SB
 - Each Pool is a separate contract
 - Each Pool has one or more NAICS codes assigned to it
 - Each Pool has a single small business size standard
 - Each Pool had unique qualifications for entry

Pool 1 NAICS Codes: Engineering, Environmental, and Other Encompasses 21 NAICS Codes

Examples of NAICS Codes in Pool 1:

CODE	TITLE
------	-------

- | | |
|----------|-------------------------------------------------------------|
| ➤ 541330 | Engineering Services |
| ➤ 541611 | Administrative Management and General Management Consulting |
| ➤ 541690 | Other Scientific and Technical Consulting Services |
| ➤ 541810 | Advertising Agencies |
| ➤ 541990 | All Other Professional, Scientific, and Technical Services |

Size Standard: \$15M

Pool 1 NAICS Codes: Engineering, Environmental, and Other

POOL 1 (\$15M Business Size Standard)	
NAICS CODE	NAICS TITLE
541330	Engineering Services
541360	Geophysical Surveying and Mapping Services
541370	Surveying And Mapping (Except Geophysical) Services
541380	Testing Laboratories
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services (2007), Human Resources and Executive Search Consulting Services (2002)
541613	Marketing Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541810	Advertising Agencies
541820	Public Relations Agencies
541830	Media Buying Agencies
541840	Media Representatives
541850	Outdoor Advertising
541860	Direct Mail Advertising
541870	Advertising Material Distribution Services
541890	Other Services Related to Advertising
541910	Marketing Research and Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Services

Pool 2 NAICS Codes:

CODE	TITLE
------	-------

- | | |
|----------|----------------------------------------------------------------|
| ➤ 541211 | Offices of Certified Public Accountants |
| ➤ 541213 | Tax Preparation Services |
| ➤ 541214 | Payroll Services |
| ➤ 541219 | Other Accounting Services |
| ➤ 541720 | Research and Development in the Social Sciences and Humanities |
-
- | | |
|---|-------------------------------|
| ➤ | Size Standard: \$20.5M |
|---|-------------------------------|

Pool 3 NAICS Codes:

CODE	TITLE
------	-------

- | | |
|----------------------------------------------------------------------------------------------------------------------------|--------------------|
| ➤ 541330 Engineering Services | Exception A |
| • Engineering for Military and Aerospace Equipment and Military Weapons | |
| ➤ 541330 Engineering Services | Exception B |
| • Engineering for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992 | |
| ➤ 541330 Engineering Services | Exception C |
| • Engineering for Marine Engineering and Naval Architecture | |
| ➤ Size Standard: \$38.5M | |

Pool 4 NAICS Codes:

CODE	TITLE
------	-------

- **541711** Research and Development in Biotechnology
- **541712** Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)
- **Size Standard: 1,000 employees**

Pool 5A NAICS Codes:

CODE	TITLE
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➤	541712 Exception B
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- Research and Development in Other (non-engine) Aircraft Parts, and Auxiliary Equipment

➤	Size Standard: 1,250 employees
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Pool 5B NAICS Codes:

CODE	TITLE
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➤ 541712	Exception C
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- Research and Development in Space Vehicles and Guided Missiles, their Propulsion Units, their Propulsion Units Parts, and their Auxiliary Equipment and Parts

➤ Size Standard:	1,250 employees
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Pool 6 NAICS Codes:

CODE	TITLE
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➤	541712 Exception A
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- Research and Development in Aircraft, Aircraft Engines, and Aircraft Engine Parts

➤	Size Standard: 1,500 Employees
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So How Does This Work?

- The Ordering Contracting Officer assigns a NAICS code to each task order based upon the preponderance of work to be performed
 - The work to be performed and the assigned NAICS code MUST match!
- The selection of NAICS code dictates which Pool the task order is competed in and what the applicable size standard is.
- Assignment of NAICS codes may be challenged
 - Challenges are heard by SBA

Example:

- The Marine Corps wants to research into formulating a new, flexible lightweight armor
 - Predominantly a R&D effort
- Which NAICS code and Pool should the task order be issued under?

Answer:

- The task order would be coded 541712, which narrows the Pool selection to Pools 4, 5A, 5B, or 6
- Pools 5A, 5B, and 6 have specific exceptions that must exist before they can be used
 - 5A: Research and Development in Other (non-engine) Aircraft Parts, and Auxiliary Equipment
 - 5B: Research and Development in Space Vehicles and Guided Missiles, their Propulsion Units, their Propulsion Units Parts, and their Auxiliary Equipment and Parts
 - 6: Research and Development in Aircraft, Aircraft Engines, and Aircraft Engine Parts

Answer:

- The requirement does not meet those exceptions, therefore the task order should be competed in Pool 4
 - The applicable Small Business Size Standard would be 1,000 employees
- Be extremely careful to make the proper choices regarding NAICS code and OASIS Pool selection

POOL 1							
SIZE STANDARD \$15 MILLION							
541330	541360	541370	541380	541611	541612	541613	541614
541618	541620	541690	541810	541820	541830	541840	541850
541860	541870	541890	541910	541990			
POOL 2					POOL 3		
SIZE STD \$20.5 MILLION					SIZE STD \$38.5 MILLION		
541211	541213	541214	541219	541720	541330 Exception A		
					541330 Exception B		
					541330 Exception C		
POOL 4		POOL 5A			POOL 5B		
1,000 Employees		1,250 Employees			1,250 Employees		
541711		541712 Exception B			541712 Exception C		
541712							
POOL 6			Codes in BOLD are designated primary codes for FPDS-NG reporting purposes				
1,500 Employees							
541712 Exception A							

Authority to Award, Administer and Modify Task Orders

Delegation of Procurement Authority (DPA)

- To issue orders, you must have a DPA
 - Issued by GSA after completing mandatory OASIS training
- DPAs are issued to individuals, not agencies at large
- DPAs are not re-delegable and non-transferrable
- Agency CO issued a DPA is designated as an Ordering Contracting Officer (OCO)
- Only OCOs award, administer, and modify orders

Reassigning task orders for administration

- Agencies should plan for personnel turnover and have an adequate number of COs take OASIS training and apply for a DPA
- GSA will work with agencies to expedite training and issuance of DPAs when turnover is unexpected

Interagency Acquisition

Interagency Acquisitions

- Orders placed against OASIS are considered Interagency Acquisitions
 - Except orders by GSA for GSA as the requiring agency
- Economy Act (FAR 17.502-2) **does not apply** to OASIS task orders
- Normally, unless a more specific statutory authority exists, the Economy Act applies
 - Authority for OASIS – 40 U.S.C. 501
 - Federal Property and Administrative Services Act
 - GSA is authorized to purchase supplies and non-personal services for agencies

Ordering Process

Six Broad Phases to Ordering Process

- 1 – Acquisition Planning
- 2 – Define Requirements/Develop the Solicitation
- 3 – Issue the Solicitation
- 4 – Evaluate Proposals
- 5 – Award the Task Order
- 6 – Administer the Order, Execute the Work, Close-out the Order

Step 1 - Acquisition Planning

➤ Which OASIS vehicle to use

- Depends on decisions made in the planning process as to whether or not your requirement should be set-aside for small business
- When a Small Business set-aside is to be accomplished, use OASIS SB as that is a 100% Small Business set-aside family of contracts.
- When a Small Business set-aside will not be accomplished, use OASIS.

Step 1 - Acquisition Planning

- Agencies have differing standards, interpretations, and policies regarding set-aside determination. The OASIS contracts and program office offer no opinion on any agency's decision making process concerning this issue. Case law suggests (see MORI Associates – US Court of Federal Claims) that the determination to set-aside a procurement for Small Business or not is part of the acquisition planning process and to be done prior to contract selection. The OASIS family of contracts is structured in accordance with this.

Step 1 - Acquisition Planning

- Set Asides for socioeconomic Group Participation and Direct Awards may be performed on OASIS SB
 - If offers are anticipated from at least two SB concerns in a socioeconomic category, OCO may set the task order aside
- Direct awards may be made to those socioeconomic categories allowed by law:
 - 8(a)
 - HUBZONE
 - SDVOSB
 - WOSB

Exceptions To The Fair Opportunity Process

➤ 6 Exceptions – FAR 16.505(b)(2)(i)

- (A) Urgent And Compelling
- (B) Only One Awardee Capable
- (C) Sole Source – Logical Follow-on
- (D) Necessary To Satisfy Minimum Guarantee
- (E) Authorized by Statute
- (F) Section 1331 Of PL 111-240 (Small Business Jobs Act)
Allows CO Discretion To Set-aside Orders For Any Of The SB
Concerns Identified In FAR 19.000(a)(3)¹

➤ Exceptions in FAR Part 6 also apply: Only one source, urgency, mobilization, International Agreement, Statute, and National Security

¹ Exception (F) is used on OASIS SB, not OASIS

Dormancy

- Non-performing contractors placed in a “dormant” status
 - cannot compete on new task order solicitations
 - may continue to work on awarded task orders
 - contractor demonstrates non-performance can and will be corrected to OASIS CO's satisfaction or may be off-ramped

Task Order Contract Types

- Subject to FAR and Agency criteria, you may use any contract type appropriate for your requirement, including, but not limited to:
 - Fixed-Price, all types
 - Cost-reimbursement, all types
 - Time-and-materials/Labor-Hour
 - Hybrids of any of these types
- Hybrids – please use separate CLINs for work under each pricing type – annotate the CLIN with type
- **USE THE ONE BEST SUITED FOR YOUR REQUIREMENT!!!**

NAICS Codes – A Word of Caution

- In accordance with regulation, OCOs shall choose NAICS codes which represent the preponderance of work to be performed on the task order.
- ***OCO's shall NOT choose NAICS codes because of the small business size standard associated with the code.***
- The OASIS Program Office will monitor this very closely.

Security Clearance Requirements

- OASIS and OASIS SB support classified services
- Must tailor clearance (both facility and individual) requirements to agency needs for the instant task order
- Only OASIS SB or OASIS contractors ,as applicable, meeting clearance requirements may compete for the task order

Task Order Duration

- Task order ordering period runs through 2024
- Period of Performance on task orders runs through 2029

Minimum and Maximum Order

- Minimum order is set at the Simplified Acquisition Threshold
- Government is not obligated to order, and the Contractor is not obligated to honor, orders below this amount – typically satisfied through other vehicles
- There is no maximum order limitation
- No ceilings on the OASIS contracts!

Labor Categories (LCATs)

- The OASIS contracts feature standardized labor categories, which are based upon the OMB Standard Occupational Classification (SOC) System.
- OASIS and OASIS SB contain 104 LCATs that are mapped to 127 of the 840 occupations.
- Each LCAT identifies the specific SOC occupations mapped to that LCAT.

Labor Categories (LCATs)

- The 840 occupations in the SOC are considered to belong to one of two categories:
 - Primary Occupations: Primary occupations are those 127 that are mapped to the OASIS SB priced LCATs.
 - Ancillary occupations: Ancillary occupations comprise the remainder of the 840 that are added at the task order level as ancillary labor. Any of the remainder of the 840 may be used as long as they are necessary to provide a total professional service solution to your agency needs.

Standardized Labor Categories

- OASIS Estimating Tool
 - Can index pricing to up to 640 precise geographic locations
 - Visibility into prices paid
 - Assist in developing IGEs
 - Assist in negotiations
 - NOT mandatory to use
 - If you use, read the User Manual!

Specialized Professional Services Labor

- In addition to the standardized labor categories, the OCO may create customized labor categories for their task order requirement.
- Additionally, the Contractor may propose specialized professional services labor when proposing ancillary support; however, the OCO will determine whether circumstances merit the use of specialized professional skills.
- Whenever possible, this specialized professional labor shall be mapped to the OMB SOC

Task Order Pricing

- Because of the wide variety of complexities in unlimited locations that can be performed on the OASIS contracts, there are no established rates.
- Pricing is primarily based upon competition at the task order level and will vary in accordance with a number of factors applicable to the task order requirement (geography, security level, complexity, deadlines, risk levels, contract type, etc).
- Ceiling rates exist ONLY for sole-source Time and Material/Labor Hour requirements.

Task Order Pricing

- Unless you are performing a sole-source T&M task order, THERE ARE NO RATES!
- Fair and reasonable pricing is done in accordance with FAR 15.4.
 - The number one recommended way to establish fair and reasonable pricing is COMPETITION
 - If you have adequate price competition, you have a fair and reasonable price!

Contract Access Fee (CAF)

OBLIGATION DOLLARS RANGE		FEE RATE
\$ -	\$ 100,000,000	0.75%
\$ 100,000,001	\$ 250,000,000	0.50%
\$ 250,000,001	\$ 500,000,000	0.25%
\$ 500,000,001	and over	0.10%

These dollar amounts are cumulative for all spending done through the OASIS contracts per year at the ordering office level unless an MOU is signed at a higher level.

Contract Access Fee

- Current List of Reduced CAF Fee Clients:
- U.S. Air Force = .1%
 - U.S. Army = .1%
 - U.S. Navy = .1%
 - DoD 4th Estate = .1%
 - Department of Homeland Security = .25%
 - Any client of GSA Assisted Acquisition Services = .1%

Requirements resources and tools

- Extensive array of support resources on the OASIS Website:
 - Ordering Guides
 - Contracts
 - OASIS Dashboard
 - OASIS/OASIS SB Estimating Tool
 - OASIS Discovery Market Research Tool

Market Research

- You may issue RFIs or Source Sought announcements
 - No obligation
- Issue these documents in the appropriate Pools
 - Based upon the predominant NAICS Code
 - OASIS vs OASIS SB
- Don't issue to every Pool!

Note About Market Research

- When determining the socio-economic status of an OASIS SB contractor, do NOT use SAM for your research.
 - Use the spreadsheet on the OASIS website or use the Discovery Tool
 - SAM continually changes, but a contractor's status on OASIS SB does NOT. Contractors will stay the same status and/or socio-economic category that they certified as until the recertification process is conducted at the 5 year mark.

Developing the Solicitation

- Identify the applicable NAICS code and OASIS or OASIS SB pool that will compete for the order
- Identify the applicable PSC code
- Identify Extent of Competition: fair opportunity; exception to fair opportunity; socio-economic set-aside or direct award (OASIS SB only)
- Identify contract pricing type or types

Developing the Solicitation

- Identify types of services
 - Commercial, non-commercial, mix
 - Classified, Unclassified, mix
- Identify performance locations
 - City, State, or multiple locations
 - CONUS, OCONUS, mix
 - Government site, Contractor site

Developing the Solicitation

- CLINS: Identify Contract Line Item Numbers to be priced – use structure prescribed in agency policy
 - If hybrid of contract types – separate CLINS for each type
 - Identify CLIN description, contract type, and sections of RFP/SOW that apply to each CLIN
 - CAF must be a separate CLIN

Developing the Solicitation

- Task order provisions and clauses
 - OASIS and OASIS SB contracts section I.1 establish that Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all task orders
 - Identify whether FAR Part 12 commercial provisions/clauses apply
 - Agencies must add applicable agency level provisions and clauses at the task order level
 - For each agency provision/clause provide the Number, Title, Date, and fill-in information, if applicable.

Developing the Solicitation

- Delivery or Performance Information
 - Identify performance location and conditions (e.g., work hours, telework, etc)
 - Identify the period of performance (duration and or dates)
 - Identify performance standards and metrics

Developing the Solicitation

- Do NOT ask for the following in your solicitations:
 - Financial responsibility information
 - Master Contract Subcontracting Plan
 - Reps and Certs
 - The Offeror's "OASIS" Rates and/or "Discounts" off of those rates

Developing the Solicitation

➤ Evaluation Factors and Source Selection Methodology

- Evaluation factors should be limited to those that will be meaningful discriminators among competing proposals
- Policies in FAR 15.3 do not apply
- Keep factors to minimum, streamline, minimum submissions
- Use the source selection methodology that is best for your requirement
- ***HOT TIP*** *Exercise the flexibilities that FAR 16.505 provides you!*

Developing the solicitation

- Pre-solicitation scope reviews
 - Courtesy offering by GSA
 - Strongly encouraged
 - Make sure your requirement is within scope
 - Validate NAICS code selection

Step 3 – Issue the solicitation

- Issue the solicitation in a SINGLE Pool on either OASIS or OASIS SB
- ***Do NOT issue the solicitation on both OASIS and OASIS SB***
 - ***This is a violation of law and regulation***

Step 3 – Issue the solicitation

- Methods of issuing the task order solicitation
 - Post on GSA's e-Buy at <http://www.ebuy.gsa.gov>.
 - Use the “Contact OASIS Contractors” link at <http://www.gsa.gov/oasis> to initiate an e-mail for the entire Pool.
- **IMPORTANT**: If you use any method other than the OASIS website, EMAIL a copy of your solicitation to the appropriate OASIS Contracting Officer – ***Zombie Alert!***

Step 3 – Issue the solicitation



Send the solicitation to the OASIS Program Office!

Step 3 – Issue the solicitation

- Requirements exceeding the SAT [FAR 16.505(b)(1)(iii)]
 - Must be place on a competitive basis
 - May be waived if an exception to fair opportunity applies
 - Provide a fair notice of intent to make a purchase to all contractors in the OASIS or OASIS SB pool
 - Provide all contractors responding to the notice a fair opportunity to provide an offer and have that offer fairly considered

Step 3 – Issue the solicitation

- Requirements over \$5 million [FAR 16.505(b)(1)(iv)]
 - Clear statement of agency's requirements
 - Reasonable response period
 - Disclosure of the significant factors and subfactors, including cost or price, that the agency expects to consider in evaluating proposals, and their relative importance
 - If award is made via tradeoff, a written statement documenting the basis for award and the relative importance of quality and price or cost factors, and
 - An opportunity for a post-award debriefing

Step 3 – Issue the solicitation

- Exceptions to fair opportunity [FAR 16.505(b)(2)]
 - Required written justifications and approvals – no justification needed for exception (F), set asides
 - Issue the solicitation to appropriate contractors based on the specific exception that applies to the task order
 - Post the required public notices 14 days after order is placed [30 days if exception (A) – urgent, unacceptable delays]
 - In accordance with FAR 5.301
 - Justification publicly available at fedbizopps.gov and agency's website for minimum of 30 days

Step 4 – Evaluate proposals

- ***HOT TIP*** Evaluate proposals based on the methodology stated in the solicitation.
- Evaluate cost or price and make a reasonableness or fair and reasonable determination

How Long Should This Take???

- Lead times depend on a number of factors:
 - Source Selection Methodology
 - Complexity of Requirement
 - Review Procedures
 - Workload
 - How Much Did You Have Them Propose?
- Note that NONE of these are based on the OASIS contracts!

How Long Should This Take???

- On Average, From Date of Solicitation Issue to Date of Award:
 - Less than \$10M ~ 60 days (no protests allowed)
 - Between \$10M - \$50M ~ 3.5 months
 - Over \$50M ~ 4.5 months

What Kind of Competition???

- Many things affect competition:
 - The solicitation Itself
 - Incumbancy
 - Time of Year
 - Source Selection Methodology
 - Solicitation Period
 - Transparency
- The OASIS target is to average between 3-5 proposals per solicitation

Step 5 – Award the Task Order

- **IMPORTANT**: Submit an electronic copy of Appendix F in the Ordering Guide to OASIS or OASIS SB CO within 5 days of award
- **IMPORTANT**: Submit an electronic copy of task order award to OASIS or OASIS SB CO within 5 days of award
- ***Zombie Alert!***

Step 3 – Issue the solicitation



Send Appendix F and a copy of the task order to the OASIS Program Office!!!

Responsibilities

- *OCO* Post-award protests are handled by the agency awarding the task order
- *GSA* Ombudsman – Contractors may ask the GSA Ombudsman to resolve complaints related to fair opportunity in the ordering process – contact information is provide on the OASIS webpage
- *OCO* Report task order award in FPDS-NG

Responsibilities

- *OCO* Agency is responsible for Quality Assurance
 - Appoint COR in writing, delineating authority and limitations
- *GSA* Subcontracting and Limitations on Subcontracting
 - Enforce requirement to report labor dollars on invoices
- *OCO* Report modifications in FPDS-NG
- *OCO* Prepare contractor performance evaluations and report in CPARs

Step 6 – Administer, execute work, close-out

- *OCO* Task order close-out
 - Close-out in accordance with FAR and agency policies
 - Provide close-out report to OASIS or OASIS SB CO

MOST IMPORTANT THING TO REMEMBER

- The OASIS Contract Staff is your ***BEST FRIEND***
 - Scope Reviews
 - Advice on all procurement matters
 - Problem resolution
 - Quality Control
 - Strong relationship and continuous communications with all contractors

Summary

Summary

- Read/understand OASIS and OASIS SB contracts
- Read/understand OASIS and OASIS SB ordering guides
- Follow the ordering procedures in FAR 16.505 and agency policy
- Submit copies of task order solicitations, task order awards, and Appendix F to the OASIS office
- The OASIS contracts offer a lot of flexibility
- What's the MOST IMPORTANT THING TO REMEMBER???

OASIS Points of Contact

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Questions?